



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Friday, April 23, 2010
POSITION TITLE:	DEPUTY DIRECTOR, OFFICE OF SUBSTANCE ABUSE TREATMENT SERVICES	FINAL FILING DATE:	Monday, May 17, 2010
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	04202010_2

POSITION DESCRIPTION

Under the administrative direction of the Director, Division of Adult Rehabilitative Programs, the Deputy Director, Office of Substance Abuse Treatment Services (OSATS) is responsible for the statewide planning, development, implementation and coordination of substance abuse intervention, treatment and recovery programs for inmates and parolees. The program mission is to promote public safety and improve the effectiveness of departmental operations through the reduction of substance abuse-related problems among inmates and parolees. The Deputy Director is responsible for setting department-wide policy relative to substance abuse effort(s), determining overall service needs and assessing the impact of these efforts. This complex program scope requires interdivisional coordination, cooperation with local law enforcement and other State agencies.

The Deputy Director has the delegated authority to develop complex multi-divisional programs, acquire funding, recruit staff, implement and monitor program services, manage multiple budgets of general fund and reimbursement funding, provide legislative testimony on program issues, and assess the effectiveness of program services.

Duties include, but are not limited to:

- Develop, implement, and monitor the Department's system-wide Corrections Substance Abuse Plan for enforcement, prevention, education, intervention, and treatment within both prison-based and community programs including direct and indirect supervision of approximately 140 custody and non-custody staff. Recommend, develop, and implement policies, relative to the provision of substance abuse programming to inmates and parolees to reduce criminality and increase public safety. Monitor and evaluate all program policies and procedures; and establish and ensure compliance with all rules and regulations.
- Coordinate OSATS activities with federal funding agencies and other State agencies including the

Department of Alcohol and Drug Programs, Employment Development Department, Labor Relations Board, Department of Social Services, Department of Child Support Services, and the Attorney General's Office, etc. to ensure high level interagency cooperation to provide substance abuse, employment, and parenting services to the offender population; oversee the development of proposals for contracted community programs and federal funding grant proposals; obtain/negotiate grant funding, develop support for new and continuing offender programs in the institutions as well as community settings; and coordinate the functions of the project evaluators (contract) and the consulting treatment contractors.

- Work with individual institutional management and community officials to design and implement new substance abuse programs, opportunities for inmates and parolees (e.g., Treatment Incentive Program, In-Custody Drug Treatment Program); and evaluate the effectiveness and impact of all programs and recommend and implement modifications to these programs.
- Provide testimony before legislative committees and court proceedings regarding program services; and propose legislation relative to the Department's substance abuse programs.
- Provide overall direction for the headquarters and field operations in the management of OSATS programs. Maintain accountability of inmates and parolees assigned to OSATS programs and manage annual budget; and meet with local law enforcement and labor representatives.
- Coordinate with other members of the Adult Programs executive team to ensure continued improvement of all CDCR rehabilitative programs.
- Participate on various committees and panels as chair or member. This would include advisory groups and committees created to address specific issues related to the assigned mission or departmental operations.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Knowledge of substance abuse intervention, treatment, and recovery programs for inmates and parolees; adult correctional organizations; and State government.
2. Ability to analyze complex problems, recommend and initiate effective courses of action, and

develop and implement policies and procedures; represent the Department before the Legislature, control agencies, local governments, and other state agencies on policy level issues.

3. Experience in the development, implementation, and evaluation of programs and policies; and knowledge of contemporary research and evidence-based practices as it applies to substance abuse treatment services of adult offenders.
4. Experience in personnel management and supervision which demonstrates the ability to motivate staff and manage large groups; and knowledge of the manager's role in providing equal employment opportunity in the work place.
5. Ability to perform major policy-influencing functions effectively and contribute to the design and implementation of effective rehabilitation programs.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **DEPUTY DIRECTOR, OFFICE OF SUBSTANCE ABUSE TREATMENT SERVICES**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, which will be utilized as an informational document by the executive panel.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length, and no less than 12 font.
- Resumes do not take the place of the Statement of Qualifications.
- You must provide specific examples. In the Statement of Qualifications, the desirable qualifications **MUST** be addressed and numbered in the same order as is listed.
- Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:

www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html

- APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THIS EXAMINATION.

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , OFFICE OF EXECUTIVE
APPOINTMENTS

1515 S STREET, ROOM 108-N, SACRAMENTO, CA 95811
CALEEN ALLEN | (916) 327-8017 | caleen.allen@cdcr.ca.gov

ADDITIONAL INFORMATION

The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>